

Education Curator
Alabama Department of Archives and History, Montgomery, AL
www.archives.alabama.gov

Position Title: Curator of Public Programs
Annual Salary Range: \$32,286 - \$48,924
Classification: 30451 Curator (Education Option)

The Alabama Department of Archives & History seeks an organized, team-oriented, and enthusiastic Education Curator. The person will help develop and coordinate implementation of a wide range of public programs, including public lectures, symposia, workshops, book talks, edutainment events, and teacher training activities. In addition, the person will provide museum tours for school children and adult groups. Reporting to the Education Section Head, the person will work with a small team of professionals to provide a range of educational and interpretive programs including school tours, public programs, circulating classroom resources, hands-on exhibits, teacher-training programs, and curriculum materials.

Essential Job Duties:

- Work with department staff to plan and manage a variety of public programs for school children, families, and adults.
- Coordinate all aspects of these programs including speaker arrangements, scheduling, equipment needs, registration, and logistics.
- Assist with grant writing and reporting, as needed.
- Work with education staff to plan, implement, and evaluate age-appropriate museum tours for school children, families, and adults.
- Provide curriculum-based museum tours for Alabama school children.

*This position will require occasional weekend and afterhours work and some travel,
mostly within the state of Alabama.*

Qualifications:

- Bachelor's degree in museum education, museum studies, public history, history, social studies education, archeology, heritage resources, folklore, or a closely related field.
- One year's professional experience with educational or interpretive programs at a museum, archives, or historic site.
- A valid Driver's License

Preferred Knowledge, Skills, and Abilities:

- Knowledge of museum education and interpretive concepts, pedagogy, and best practices.
- Ability to lead museum tours for schoolchildren and adults.
- Excellent organizational skills, including the ability to organize details and schedules and manage multiple tasks and projects.
- Ability to prioritize constantly shifting tasks and to follow tasks through to completion in a timely manner.
- Ability to interact professionally and appropriately with staff, volunteers, general visitors, and other stakeholders.
- Ability to express ideas clearly, both orally and in writing
- Knowledge of Alabama and/or American history desirable.
- Good computer skills and working knowledge of Microsoft Office and Adobe Acrobat. Graphic art/design skills a plus.
- Interest in application of technology and social media in museums.

The Alabama Department of Archives and History was founded in 1901 and serves as the Alabama state archives and state history museum. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21st century. The archives and museum building is located within the Capitol complex in downtown Montgomery, Alabama.

This is a merit position within the state of Alabama.

The official state job announcement can be found here:

http://personnel.alabama.gov/Documents/Announcements/101996_A.pdf

This is a continuous register but applications should be submitted before December 1, 2015 in order to be considered for this position.

Applications must be submitted to the
Alabama State Personnel Department

www.personnel.alabama.gov

The State of Alabama Application form is available at

<http://personnel.alabama.gov/Downloads/StateApp.pdf>

Information on the State Personnel application process is at

<http://www.personnel.alabama.gov/AppProcess.aspx>

For additional information about the position please contact:

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